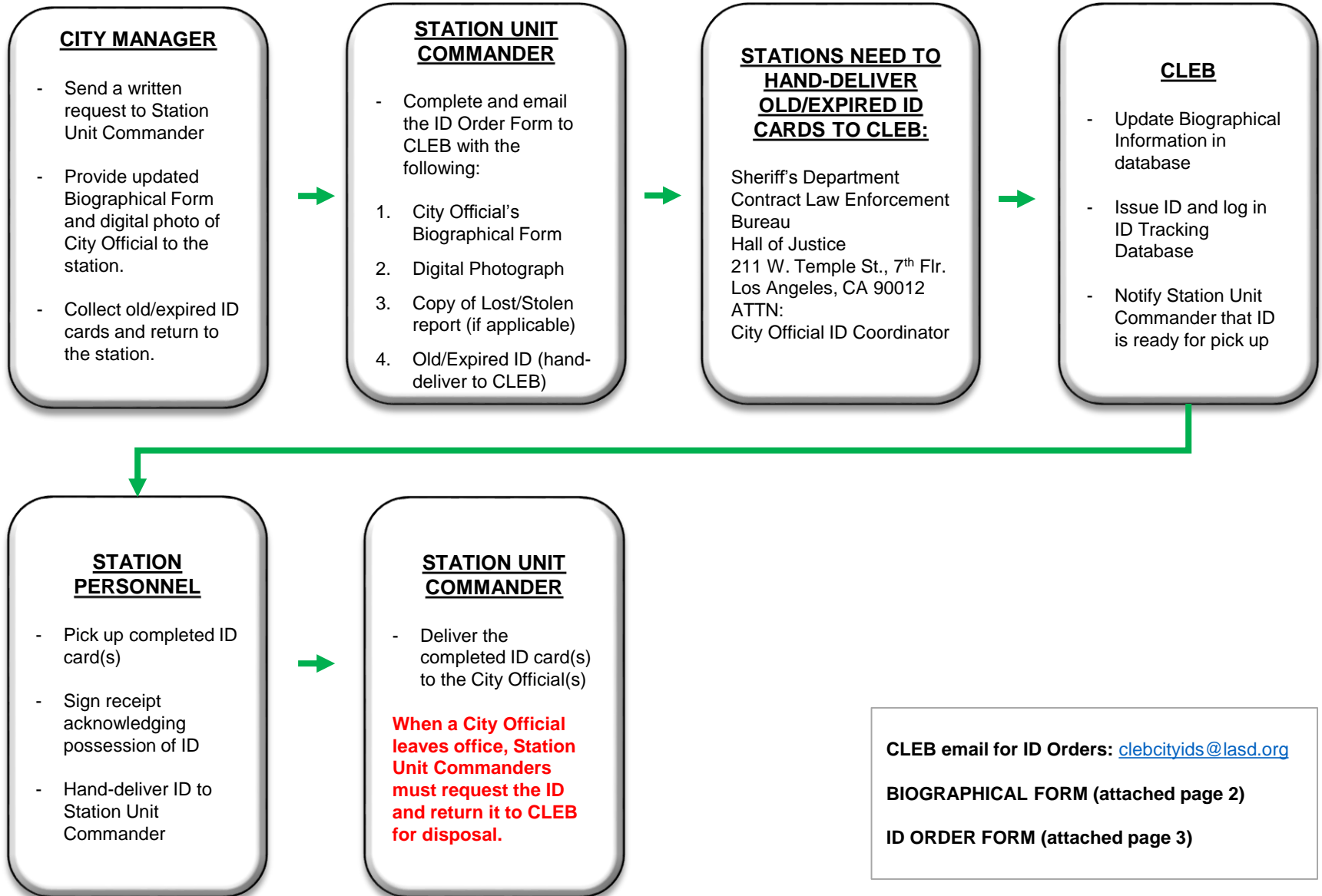


Process for Ordering City Official Identification Cards



CONTRACT CITY OFFICIAL / TOWN COUNCIL MEMBER
BIOGRAPHICAL INFORMATION

CONFIDENTIAL

FOR SHERIFF'S DEPARTMENT USE ONLY

Please print clearly and complete all information.

To order Identification Cards, send a written request to your Sheriff Station Service Area Manager, who will fill out the ID Order Form and forward the completed biographical form and digital photo to Contract Law Enforcement Bureau.

Date: _____

City: _____

Position: _____

Date Appointed/Elected: _____
Month/Day/Year

Name: _____ Nickname: _____
Last First Middle Initial

Home Address: _____
Number Street City Zip

Birth Date: _____ Home Phone: _____ Cell Phone: _____
Area Code Area Code

Work Email: _____ Personal Email: _____

Occupation: _____

Name of Employer: _____

Address: _____
Number Street City Zip

Business Phone: _____
Area Code

Emergency Contact Person: _____ Relationship _____

Emergency Contact Phone: _____
Area Code

(Signature Required)

**CONTRACT LAW ENFORCEMENT BUREAU
CITY OFFICIAL IDENTIFICATION CARD ORDER FORM**

***** FORM TO BE FILLED OUT BY THE STATION'S SERVICE AREA MANAGER *****

Date: _____
 Station: _____
 City: _____

STATION CHECK-OFF LIST	
<input type="checkbox"/>	Biographical Form
<input type="checkbox"/>	Digital Photograph for ID
<input type="checkbox"/>	Old/Expired ID (If Previously Issued)
<input type="checkbox"/>	Copy of Lost/Stolen Report (If Applicable)

IDENTIFICATION CARD ORDER			
I.D. Card previously issued? (Y/N) If yes, write ID#	Name	Position (City Managers and Elected City Officials Only)	Exp. Date MM/DD/YY (Term)

Order Form Prepared By (Station Personnel): _____ Date: _____

Unit Commander Approval: _____ Date: _____

Note: Service Area Managers may email this form along with the biographical forms and digital photographs to clebcityids@lasd.org. However, you must still forward signed original forms to CLEB, ATTN: City Official ID Coordinator. There is no charge for Sheriff Department issued identification cards.

An identification card request will be processed ONLY if the CLEB has a signed Biographical Information Sheet on file and a digital photo has been sent.